



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 1-23-74		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: JAN 24 1974 Application No. 74-41 Date Completed: FEB - 8 1974	
2. Agency Application No. 5530-1		3. AGENCY, Division, Subdivision & Administering Office Address Department of Education Office of Staff Services Management Information Services Division Forms Design 114-S 12 Mitchell Street, Atlanta, Georgia 30334		4. Person to Contact R. P. Heimerich	
5. Working Title Systems and Procedures II		6. Tel. No. 656-2449			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1973 to date		9. Exact Series Title Forms Design Files			
10. What is the function of the office in which this record series is created? The Office of Department Staff Services provides supportive services to insure smooth and efficient functioning of the Department of Education. These include administrative such as personnel actions, purchasing and printing, Budget Services, Planning and Evaluation Services, Management Information Services, Fiscal Services, Publications and Information Services, Contracts, space allocation, warehousing, procurement and supply, records and forms management, statistics.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the creation and reproduction of forms used by the Department of Education Included are (1) Design and layout copy of form (2) Negatives and plates for the reproduction of the form. (3) Background information. Files are arranged by organizational unit					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		1	1.5	1 1.5	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
Odd size file		6	7	21	
				This Year's Last Year's Preceding Year's All Prior Years	
				5 5 0 0	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept until no longer needed years:
- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [X] OTHER See below, then:

- [] Hold in the current files area month(s)/year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify) Hold in the active file in the current files area until no longer needed, superceded or obsolete; then, place in the inactive files for 6 months; then, destroy

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Allen A. Spauloch</i>		Date <i>1-23-74</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:		Agency Head/Designee [X] Approved [] Disapproved	<i>W. A. Lavery</i>	<i>1/23/74</i>
		State Auditor/Designee [] Approved [] Disapproved	<i>William M. Dixon</i>	<i>2-6-74</i>
		Secretary of State/Designee [] Approved [] Disapproved	<i>Carroll Hart</i>	<i>2-5-74</i>
		Attorney General/Designee [] Approved [] Disapproved	<i>Robert H. Hill</i>	<i>2-7-74</i>

STATE RECORDS
COMMITTEE